

DRIVER'S DAILY REPORT	Driver's Name			Bus. No.
Rogers Public Schools	Day of Week		Date	
	M Tu W Th F Sa Su			
	Start Mileage	End Mileage	Gallons of Gas	Quarts of Oil

INSTRUCTIONS

1. Check oil, water, belts, hoses, battery and transmission, steering and washer fluids prior to starting vehicle.
2. Start up engine and allow to warm-up while checking the areas referenced below.
3. In the columns provided below, enter the appropriate inspection codes for each trip taken:
 ✓ - GOOD X - QUESTIONABLE O - DEFECTIVE
4. If (X) or (O) is entered for any item, please explain in the comment section below. IF THERE IS ANY SIGN OF TROUBLE, NOTIFY OFFICE IMMEDIATELY.

APPROACH				FRONT/REAR				DRIVER AREA															
AM	Noon	PM	After	AM	Noon	PM	After	AM	Noon	PM	After												
												Crossing Arm					Strobe Light					Horn	
													Leaks					Clearance Lights					Gas Gauge
													Engine Compartment					Alternating Flashers					Air Pressure
													Wires					Turn Signals					Oil Pressure
													Hoses					Windshield					Water Temperature
													Belts					Emergency Door					Ammeter
													Water/Coolant					Mirror Crossover					Voltmeter
													Oil					Tail Pipe					Windshield Washer
													Transmission/Steering Fluids					Headlights					Windshield Wipers
													Window Washer Fluid					Stop Lights					Defroster Fans
													RIGHT/LEFT SIDE					INTERIOR					Heater Fans
													Fender Convex Mirrors					Safety Equipment					Light Monitor System
													Rear View Mirror					Fire Extinguisher					Mirror Adjustments
													Wheels					Fuses					Radio Check
													Tires					Reflectors					Ignition
													Windows					First Aid Kit					Brake Test
													Marker Lights					Seat Frames/Cushions					Speedometer
													Battery Compartment					Emergency Door Latch/Buzzer					
													Clearance Lights					Seat Belts					
													Gasoline Cap					Service Door/Steps/Handles					

Inspection Comments:

(Driver's Signature)

FOR GARAGE USE ONLY

Maintenance Comments:

(Maintenance Signature)

(Date)